

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**ACCOUNTING TECHNICIAN
FINANCE DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Under supervision of an Accounting Services Manager, performs responsible accounting support, administrative and technical work in the preparation, processing, maintenance and verification of accounting documents and records.

DISTINGUISHING FEATURES OF THE CLASS

An accounting technician performs a wide variety of standard to moderately difficult tasks in preparing, processing and/or verifying accounting information. An employee in this class performs specialized technical work in Accounts Payable, Accounts Receivable and/or Collections. Employee provides advice and information on accounting practices and procedures and is responsible for providing assistance to higher-level accounting staff on more difficult assignments related to specific tasks to become increasingly knowledgeable and able to carry out a variety of assignments with independence. Accounting work is performed in accordance with a prescribed accounting system and generally accepted principles of accounting, with unusual situations being referred to others for guidance. The employee is expected to have a general knowledge of the complete accounting cycle and knowledge of terminology used in the organization. Employee uses City policies, procedures and budgets, and principles of governmental accounting in performance of the work. The employee must exercise independent judgment, discretion, and initiative in completing assignments. Initial assignments are performed under specific instructions, but as employees become familiar with established policies and procedures, they work with considerable independence under an Accounting Services Manager or division director. Work is evaluated through conferences, reports and observation.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

- Reviews, verifies and corrects revenues, reimbursements, expenditures, and fund condition.
- Analyzes monthly statements for compliance with budget requirements, working with management staff of various departments to clear discrepancies;
- Prepares various reports to state agencies as required by state statutes;
- Assists in auditing petty cash funds, annual inventory counts, the daily posting of funds received, invoices and vouchers;
- Records transactions in journals, ledgers and special forms;
- Along with accounting services manager, will conduct training course regarding accounts receivable, accounts payable and general ledger functions.

In Accounts Payable

ACCOUNTING TECHNICIAN

Prepares and distributes procurement card statements, past due account notices and credit balance refunds.

Contacts vendors with questions and/or responds to vendor inquiries and concerns.

Distributes vendor invoices for approval; prepares demand registers and prepares manual checks as approved and in accordance with the City policy.

Interprets, monitors and analyze contracts and purchase orders to determine validity of invoices and accountability of balances.

In Accounts Receivable/Collections

Generates past due reports and initiates appropriate delinquent billing and collections procedures as required.

Makes recommendations for and performs write-offs of accounts initially reviewed by Accounting Services Manager.

Coordinates and conducts yearly renewal of business licenses in accordance with City ordinance requirements.

Drafts, prepares and distributes business license renewal reminders and/or correspondence for delinquent accounts.

Performs extensive canvassing of City's commercial sites on an annual basis to ensure businesses are operating with appropriate business licenses

KNOWLEDGE AND SKILLS

General knowledge of the application of established accounting principles and techniques of governmental accounting transactions;

General knowledge of state and City budget and fiscal regulations, policies and procedures;

General knowledge of general and specialized computer software;

Verifying documents and forms for accuracy and completeness;

Assist in preparing standard financial statements and reports from the appropriate records;

Interpreting, understanding and applying laws, codes, regulations and ordinances;

Ability to interpret and implement federal and state tax law requirements.

Analyze and interpret policy and procedural guidelines and to resolve problems and procedures;

Understand and follow complex oral and written instructions;

Express ideas effectively orally and in writing;

Establish and maintain effective working relationships as necessitated by work assignments;

Communication to interact effectively with co-workers, managers, subordinates and the general public sufficient to convey information and to receive work direction;

Skill in basic mathematics;

Skill in the use of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

MINIMUM EXPERIENCE, TRAINING AND QUALIFICATIONS

ACCOUNTING TECHNICIAN

Associate's degree in accounting or a related field and 1 year of related experience; and/or any equivalent combination of training and experience required to perform the essential position functions. Must be bondable.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Pay Grade 13
Non-Exempt